

Training Schedule

December 2012 – March 2013



www.hr.wa.gov/training

Department of Enterprise Services

Course Schedule

December 2012 – March 2013

Registration



State Agencies

Please contact your Training Representative or Human Resource office.

Public Agencies & Higher Education

Please follow your agency's directive for training registration processing.

Cancellations

If you are unable to attend a class, your agency's Training Representative or Human Resource Office must notify us. No shows and cancels made after the "Cancel Date" will be charged.

Reasonable Accommodations



Request an Accommodation: Please contact your agency's training office if you require an accommodation.

Tips for Traveling

Ride the Intercity Transit system for free with a State Employee *Starpass*. To get a *Starpass*, contact your agency's transportation coordinator.

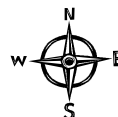
HRCI Approved Courses

"The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit."



We're here to help

For questions about training, please stop by or contact us using the information listed below.



Location: 1500 Jefferson
Olympia, WA 98504









Hours: 7:30-5:00
Monday – Friday



E-Mail: Traininginfo@des.wa.gov



Phone: 360-664-1921

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Leadership Development						
Eliminating Disrespect in the Workplace (1/2 Day) (01-09-M566)	Olympia	Jan 17	8:00 -12:00	\$85	Dec 31	Mary Dallman
	Olympia	Mar 21	8:00 -12:00	\$85	Mar 5	Mary Dallman
Leadership in Highly Effective Teams (1 Day) (01-09-M574)	Olympia	Feb 26	8:00 -4:30	\$160	Feb 8	Jane Wood
Leading an Inspired Workforce Part 1: How NOT to Micromanage (1 Day) (01-09-M570)	Olympia	Mar 20	8:00 -4:30	\$160	Mar 4	Rick Lynch
Leading from the Middle: Influencing without Direct Authority (3 Days) (01-09-M578)	Olympia	Mar 19-21	8:00 -4:30	\$550	Mar 1	Robert Jeffers
LLPA: Conducting Effective Investigations Understanding Just Cause (1 Day) (01-09-M561)	 Olympia	Dec 17	8:00 -4:30	\$140	Nov 29	Cheryl Hintz Middleton
	Olympia	Mar 6	8:00 -4:30	\$140	Feb 18	Summitt Law Group
LLPA: Diversity Management (1 Day) (01-09-M563)	 Olympia	Jan 30	8:00 -4:30	\$160	Jan 14	Littler Mendelson Law Firm
	Olympia	Mar 26	8:00 -4:30	\$160	Mar 8	Littler Mendelson Law Firm
LLPA: Ethics in Leadership and Decision Making in WA State (1 Day) (01-09-M564)	 Olympia	Feb 27	8:00 -4:30	\$160	Feb 11	Littler Mendelson Law Firm
LLPA: Hiring Practices That are Legal and Effective (1 Day) (01-09-M560)	 Olympia	Jan 16	8:00 -4:30	\$140	Dec 31	Kellye Wise
	Olympia	Mar 11	8:00 -4:30	\$140	Feb 21	Cheryl Hintz Middleton
LLPA: Preventing and Managing Workplace Violence (1.5 Days) (01-09-M559)	 Olympia	Feb 28 & Mar 1	8:00 -4:30 8:00 -12:00	\$200	Feb 12	Cheryl Hintz Middleton
LLPA: Preventing Discrimination, Harassment and Managing Accommodations (2 Days) (01-09-M562)	 Olympia	Jan 10-11	8:00 -4:30	\$200	Dec 24	Kellye Wise
Managing Change & Making Great Decisions (3 Days) (01-09-M577)	Lacey	Feb 19-21	8:00 -4:30	\$550	Feb 1	Robert Jeffers
Managing Change (1 Day) (01-09-M515)	Olympia	Dec 10	8:00 -4:30	\$160	Nov 21	Donna Vaudrin
	Olympia	Mar 27	8:00 -4:30	\$160	Mar 11	Donna Vaudrin
Mind of a Manager, Heart of a Leader (3 Days) (01-09-M575)	Lacey	Jan 29-31	8:00 -4:30	\$550	Jan 11	Robert Jeffers
Performance & Development Plan (PDP) (1/2 Day) (01-09-M325)	 Olympia	Mar 12	8:00 -12:00	\$85	Feb 22	Kris Brophy

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Sexual Harassment Awareness & Prevention for Managers (1/2 Day) (01-09-M327)	 Olympia	Jan 10	8:00 -12:00	\$75	Dec 24	Betsy BeMiller
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Dec 3-5	8:00 -4:30	\$350	Nov 15	Jane Wood
	Olympia	Jan 7-9	8:00 -4:30	\$350	Dec 20	Jan Dwyer Bang
	Olympia	Jan 16-18	8:00 -4:30	\$350	Dec 31	Dick Sande
	Olympia	Feb 13-15	8:00 -4:30	\$350	Jan 28	Jane Wood
	Olympia	Feb 27-28 & Mar 1	8:00 -4:30	\$350	Feb 11	Jan Dwyer Bang
	Sunnyside	Mar 25-27	8:00 -4:30	\$375	Mar 7	Jane Wood
Supervision Essentials-Phase II (2 Days) (01-09-M402)	Olympia	Dec 17-18	8:00 -4:30	\$210	Nov 29	Jan Dwyer Bang
	Olympia	Feb 7-8	8:00 -4:30	\$210	Jan 22	Oyate Research & Training

Professional Development

Customer Service

Customer Service: Maintaining a Positive Attitude (1 Day) (01-03-E077)	Olympia	Feb 27	8:00 -4:30	\$110	Feb 11	Rick Lynch
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Government to Government

Government to Government Training (1 Day) (01-03-SP14)	Tukwila	Dec 11	8:30 -4:30	\$110	Nov 23	Gordon James
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Health & Safety

Community Emergency Response Team (CERT) (3 Days) (01-07-EE57)	Olympia	Dec 11-13	8:00 -5:00	\$95	Nov 23	Enterprise Services, Dept. of
Defensive Driving (1/2 Day) (01-07-EE33)	Olympia	Feb 7	8:00 -12:00	\$60	Jan 22	Judy Meuchel
First Aid Plus (1/2 Day) (01-07-EE58)	Olympia	Jan 24	8:00 -12:00	\$95	Jan 8	Chico Patalano
Managing Job Stress (1 Day) (01-07-EE05)	Olympia	Jan 29	8:00 -4:30	\$110	Jan 11	Jane Wood
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Jan 24	8:00 -4:30	\$110	Jan 8	Betsy BeMiller
	Olympia	Mar 5	8:00 -4:30	\$110	Feb 15	Betsy BeMiller













Interpersonal Communication

Assertive Communication (2 Days) (01-03-E075)	Olympia	Feb 5-6	8:00 -4:30	\$150	Jan 18	Jane Wood
Communication Styles & Skills for Employees (2 Days) (01-03-E015)	Olympia	Feb 11-12	8:00 -4:30	\$175	Jan 24	Vicki Legman
Emotional Intelligence (1 Day) (01-03-EC24)	Olympia	Dec 6	8:00 -4:30	\$110	Nov 20	Marsha Fraser
	Olympia	Feb 1	8:00 -4:30	\$110	Jan 16	Marsha Fraser

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Interpersonal Communication Skills (2 Days) (01-03-E008)	Olympia	Jan 14-15	8:00 -4:30	\$155	Dec 27	Vicki Legman
	Olympia	Mar 7-8	8:00 -4:30	\$155	Feb 19	Marsha Fraser
Interpersonal Conflict Management (2 Days) (01-03-E00T)	 Olympia	Jan 29-30	8:00 -4:30	\$160	Jan 11	Jan Dwyer Bang
Management Framework						
Lean Methods for Lean Times (2 Days) (01-14-GE01)	Olympia	Dec 11-12	8:00 -4:30	\$200	Nov 21	David Norman
	Olympia	Jan 23-24	8:00 -4:30	\$200	Jan 7	David Norman
Meetings & Facilitation						
Facilitation Skills Advanced (2 Days) (01-14-EM02)	Olympia	Jan 14-15	8:00 -4:30	\$175	Dec 27	Ilana Guttman
Facilitator Skills Training (3 Days) (01-14-EP72)	Olympia	Dec 17-19	8:00 -4:30	\$225	Nov 29	Ilana Guttman
	Olympia	Feb 25-27	8:00 -4:30	\$225	Feb 7	Ilana Guttman
Personal Development						
Building Confidence, Competence, & Credibility (2 Days) (01-14-EPB6)	Olympia	Mar 18-19	8:00 -4:30	\$135	Feb 28	JoAnn Nai-che
Success Habits (1 Day) (01-14-EP04)	Olympia	Mar 13	8:00 -4:30	\$110	Feb 25	Rick Lynch
Time Management (1 Day) (01-14-M094)	Olympia	Jan 9	8:00 -4:30	\$110	Dec 24	Rick Lynch
	Olympia	Mar 6	8:00 -4:30	\$110	Feb 15	Jan Harrison
Presentation & Training Design & Delivery						
Adult Learning Styles (1 Day) (01-03-EC23)	 Olympia	Mar 20	8:00 -4:30	\$110	Mar 4	Jane Wood
Presentation Skills (2 Days) (01-03-E002)	Olympia	Mar 28-29	8:00 -4:30	\$170	Mar 12	JoAnn Nai-che
Written Communications						
Technical Writing: Tricks of the Trade (2 Days) (01-03-EW37)	Olympia	Dec 6-7	8:00 -4:30	\$155	Nov 20	Virginia Given
	Olympia	Mar 18-19	8:00 -4:30	\$155	Feb 28	Virginia Given
Writing Documents in Plain Talk (1 Day) (01-03-EW50)	Olympia	Jan 30	8:00 -4:30	\$110	Jan 14	Jordan Peabody
	Olympia	Feb 6	8:00 -4:30	\$110	Jan 18	Virginia Given
	Olympia	Mar 6	8:00 -4:30	\$110	Feb 15	Virginia Given
Writing Emails (1 Day) (01-03-EW64)	Olympia	Jan 28	8:00 -4:30	\$110	Jan 10	Jordan Peabody
	Olympia	Mar 5	8:00 -4:30	\$110	Feb 15	Jan Harrison
Writing Minutes & Meeting Notes (1 Day) (01-03-EW19)	Olympia	Feb 13	8:00 -4:30	\$110	Jan 28	Jordan Peabody

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Writing Policies & Procedures (2 Days) (01-03-EW10)	 Olympia	Dec 3-4	8:00 -4:30	\$165	Nov 15	Jordan Peabody
	Olympia	Mar 11-12	8:00 -4:30	\$165	Feb 21	Jordan Peabody
Writing Skills (1 Day) (01-03-EW04)	Olympia	Mar 14	8:00 -4:30	\$120	Feb 26	Virginia Given
Government Efficiency						
Collecting Meaningful Data (1 Day) (01-14-GE15)	 Olympia	Jan 8	8:00 -4:30	\$135	Dec 21	Carol Knight-Wallace
	Olympia	Dec 11-12	8:00 -4:30	\$200	Nov 21	David Norman
Lean Methods for Lean Times (2 Days) (01-14-GE01)	Olympia	Jan 23-24	8:00 -4:30	\$200	Jan 7	David Norman
Information Technology						
Database Administration & Management						
SharePoint Server 2010 Administration (3 Days) (01-04-T705)	Lacey	Mar 19-21	8:00 -4:30	\$995	Mar 1	Jim Parshall
SQL Server 2008 Database Development (3 Days) (01-04-T675)	Lacey	Dec 4-6	8:00 -4:30	\$975	Nov 16	Jillian Bates
SQL Server 2008 Querying Transact SQL (2 Days) (01-04-T683)	Lacey	Feb 20-21	8:00 -4:30	\$610	Feb 4	Jim Parshall
SQL Server 2008 Reporting Services (2 Days) (01-04-T686)	Lacey	Feb 26-27	8:00 -4:30	\$590	Feb 8	Jillian Bates
Developer Software						
Service Oriented Architecture - SOA (2 Days) (01-04-T660)	Lacey	Mar 14-15	8:00 -4:30	\$685	Feb 26	Jim Parshall
SharePoint Developer - Level 1 (3 Days) (01-04-T661)	Lacey	Jan 8-10	8:00 -4:30	\$990	Dec 21	Jim Parshall
Web Application Development with ASP.NET 4 (3 Days) (01-04-T777)	Lacey	Mar 4-6	8:00 -4:30	\$995	Feb 14	Jim Parshall
Geographic Information Systems						
ArcGIS Desktop I: Getting Started with GIS (2 Days) (01-04-T653)	Seattle	Dec 3-4	8:00 -4:30	\$725	Nov 15	Cheryl Wilder
ArcGIS Desktop II: Tools and Functionality (3 Days) (01-04-T654)	Seattle	Dec 5-7	8:00 -4:30	\$925	Nov 19	Cheryl Wilder
Hardware & Networks						
A+ Certification Training (5 Days) (01-04-T017)	Lacey	Dec 17-21	8:00 -4:30	\$1,100	Nov 29	Michael Jameson
	Olympia	Mar 25-29	8:00 -4:30	\$1,100	Mar 7	Michael Jameson

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Cisco-Interconnecting Network Devices-ICND (5 Days) (01-04-T050)	Olympia	Dec 17-21	8:00 -4:30	\$1,750	Nov 29	SPSCC Staff
	Olympia	Mar 25-29	8:00 -4:30	\$1,775	Mar 7	SPSCC Staff
Networking Essentials & IP Addressing (4 Days) (01-04-T552)	Lacey	Dec 17-20	8:00 -4:30	\$960	Nov 29	George Neal
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Dec 17-18	8:00 -4:30	\$730	Nov 29	Jim Parshall
IT Governance						
ITIL v3 Certification Course (3 Days) (01-04-T656)	Lacey	Jan 29-31	8:00 -4:30	\$985	Jan 11	SPSCC Staff
Operating Systems						
PowerShell Scripting (2 Days) (01-04-T650)	Lacey	Dec 17-18	8:00 -4:30	\$730	Nov 29	Jim Parshall
Windows 7 Configuration (3 Days) (01-04-T701)	Lacey	Mar 6-8	8:00 -4:30	\$975	Feb 18	Al Hedstrom
Windows Server 2008: Active Directory (4 Days) (01-04-T691)	Lacey	Dec 10-13	8:00 -4:30	\$1,295	Nov 21	George Neal
	Lacey	Mar 25-28	8:00 -4:30	\$1,290	Mar 7	George Neal
Security						
ASP.NET Security (3 Days) (01-04-T762)	Lacey	Feb 5-7	8:00 -4:30	\$995	Jan 18	Jim Parshall
Security+ (5 Days) (01-04-T255)	Lacey	Feb 11-15	8:00 -4:30	\$1,375	Jan 24	Jim Parshall
Web Design						
Dreamweaver CS4/CS5 Level 1 (2 Days) (01-04-T717)	Lacey	Jan 17-18	8:00 -4:30	\$455	Dec 31	Darin Murphy
SharePoint Services 2007 for New Users (3 Days) (01-04-T627)	Lacey	Jan 30-31 & Feb 1	8:00 -4:30	\$495	Jan 14	Darin Murphy
Hardware, Networks, Operating Systems						
Virtualization Technology (2 days) (01-04-T696)	Lacey	Dec 19-20	8:00 -4:30	\$695	Dec 3	SPSCC Staff
Web Authoring Software						
Dreamweaver CS4/CS5 Level 1 (2 Days) (01-04-T717)	Lacey	Jan 17-18	8:00 -4:30	\$455	Dec 31	Darin Murphy
PC End User						
Project Management Software						
Project 2010 (3 Days) (01-04-T776)	Lacey	Dec 11-13	8:00 -4:30	\$475	Nov 21	Dalene Sprick
	Lacey	Mar 11-13	8:00 -4:30	\$475	Feb 21	Valerie Champagne

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HRMS Training							
HRMS Employee Hiring, and Processing (1.5 Days) (01-04-H008)		Olympia	Dec 6-7	8:00 -4:30 8:00 -12:00	\$0	Nov 20	Kelly Welsh
Human Resource Development							
Employee and Labor Relations (2 Days) (01-09-HR56)		Lacey	Dec 17-18	8:00 -4:30	\$345	Nov 29	Dalene Sprick
HR Case Studies (1 Day) (01-09-HR58)		Lacey	Feb 19	8:00 -4:30	\$210	Feb 1	Dalene Sprick
HR Risk Management (1 Day) (01-09-HR57)		Lacey	Jan 15	8:00 -4:30	\$210	Dec 28	Dalene Sprick
Human Resource Development (2 Days) (01-09-HR54)		Lacey	Mar 20-21	8:00 -4:30	\$345	Mar 4	Dalene Sprick
Human Resource Essentials (2 Days) (01-09-HR51)		Lacey	Jan 16-17	8:00 -4:30	\$345	Dec 31	Dalene Sprick
LLPA: Conducting Effective Investigations Understanding Just Cause (1 Day) (01-09-M561)		Olympia	Dec 17	8:00 -4:30	\$140	Nov 29	Cheryl Hintz Middleton
		Olympia	Mar 6	8:00 -4:30	\$140	Feb 18	Summitt Law Group
LLPA: Diversity Management (1 Day) (01-09-M563)		Olympia	Jan 30	8:00 -4:30	\$160	Jan 14	Littler Mendelson Law Firm
		Olympia	Mar 26	8:00 -4:30	\$160	Mar 8	Littler Mendelson Law Firm
LLPA: Ethics in Leadership and Decision Making in WA State (1 Day) (01-09-M564)		Olympia	Feb 27	8:00 -4:30	\$160	Feb 11	Littler Mendelson Law Firm
LLPA: Hiring Practices That are Legal and Effective (1 Day) (01-09-M560)		Olympia	Jan 16	8:00 -4:30	\$140	Dec 31	Kellye Wise
		Olympia	Mar 11	8:00 -4:30	\$140	Feb 21	Cheryl Hintz Middleton
LLPA: Preventing and Managing Workplace Violence (1.5 Days) (01-09-M559)		Olympia	Feb 28 & Mar 1	8:00 -4:30 8:00 -12:00	\$200	Feb 12	Cheryl Hintz Middleton
LLPA: Preventing Discrimination, Harassment and Managing Accommodations (2 Days) (01-09-M562)		Olympia	Jan 10-11	8:00 -4:30	\$200	Dec 24	Kellye Wise
Workforce Planning and Employment (3 Days) (01-09-HR53)		Lacey	Feb 12-14	8:00 -4:30	\$495	Jan 25	Dalene Sprick

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Investigator Training							
Investigator Training Advanced (1 Day) (01-14-IV02)		Olympia	Dec 13	8:00 -4:30	\$145	Nov 21	Cheryl Hintz Middleton
		Olympia	Feb 26	8:00 -4:30	\$145	Feb 8	Cheryl Hintz Middleton
Investigator Training Core (2 Days) (01-14-IV01)		Olympia	Dec 3-4	8:00 -4:30	\$235	Nov 15	Cheryl Hintz Middleton
		Olympia	Feb 4-5	8:00 -4:30	\$235	Jan 17	Cheryl Hintz Middleton

Project Management Training

Project Management Electives





Business Analysis Elicitation, Requirements Management and Communication (2 Days) (01-14-P040)	Lacey	Dec 3-4	8:00 -4:30	\$365	Nov 15	Sharon Sikes
Business Analysis Enterprise Analysis (2 Days) (01-14-P041)	Lacey	Jan 30-31	8:00 -4:30	\$365	Jan 14	Sharon Sikes
Business Analysis Fundamentals: Framework and Competencies (2 Days) (01-14-P039)	Lacey	Jan 7-8	8:00 -4:30	\$365	Dec 20	Jim Blum
Business Analysis Planning and Monitoring (2 Days) (01-14-P042)	Lacey	Mar 26-27	8:00 -4:30	\$365	Mar 8	Jim Blum
Business Analysis Requirement Analysis (2 Days) (01-14-P043)	Lacey	Feb 13-14	8:00 -4:30	\$365	Jan 28	Sharon Sikes
Business Analysis Solution Assessment and Validation (2 Days) (01-14-P044)	Lacey	Mar 5-6	8:00 -4:30	\$365	Feb 15	Jim Blum
Business Analysis Techniques (2 Days) (01-14-P045)	Lacey	Feb 27-28	8:00 -4:30	\$365	Feb 11	Jim Blum
Certified Associate in Project Management (CAPM) Preparation (4 Days) (01-14-P026)	Lacey	Dec 10-13	8:00 -4:30	\$975	Nov 21	Sharon Sikes
Project 2010 (3 Days) (01-04-T776)	Lacey	Dec 11-13	8:00 -4:30	\$475	Nov 21	Dalene Sprick
	Lacey	Mar 11-13	8:00 -4:30	\$475	Feb 21	Valerie Champagne

Project Management Certificate Program

Managing Human Resources for Projects (2 Days) (01-14-P037)	Lacey	Dec 5-6	8:00 -4:30	\$375	Nov 19	Dalene Sprick
	Lacey	Mar 25-26	8:00 -4:30	\$375	Mar 7	Dalene Sprick
Project Communications Management (2 Days) (01-14-P019)	Lacey	Feb 4-5	8:00 -4:30	\$365	Jan 17	Dalene Sprick
Project Execution, Control & Closure (2 Days) (01-14-P017)	Lacey	Jan 14-15	8:00 -4:30	\$375	Dec 27	Sharon Sikes
Project Initiation & Planning (2 Days) (01-14-P015)	Lacey	Feb 11-12	8:00 -4:30	\$365	Jan 24	Dave Pratt

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Project Leadership and Team Management (2 Days) (01-14-P018)	Lacey	Jan 23-24	8:00 -4:30	\$365	Jan 7	Dalene Sprick
Project Management Essentials (2 Days) (01-14-P007)	Lacey	Jan 9-10	8:00 -4:30	\$375	Dec 24	Dave Pratt
	Lacey	Mar 12-13	8:00 -4:30	\$375	Feb 22	Dave Pratt
Project Quality and Performance Management (2 Days) (01-14-P035)	Lacey	Feb 26-27	8:00 -4:30	\$365	Feb 8	Dave Pratt
Project Requirements: Development & Management (2 Days) (01-14-P014)	Lacey	Dec 11-12	8:00 -4:30	\$375	Nov 21	Dave Pratt
	Lacey	Mar 13-14	8:00 -4:30	\$375	Feb 25	South Puget Sound Community College
Project Risk Management (2 Days) (01-14-P020)	Lacey	Dec 19-20	8:00 -4:30	\$365	Dec 3	Dave Pratt
	Lacey	Mar 27-28	8:00 -4:30	\$365	Mar 11	Dave Pratt

Risk Management

Community Emergency Response Team (CERT) (3 Days) (01-07-EE57)	Olympia	Dec 11-13	8:00 -5:00	\$95	Nov 23	Enterprise Services, Dept. of
Defensive Driving (1/2 Day) (01-07-EE33)	Olympia	Feb 7	8:00 -4:30	\$60	Jan 22	Judy Meuchel
Ethics in State Government (1/2 Day) (01-14-EPF2)	 Olympia	Feb 7	8:00 -11:00	\$75	Jan 22	Wally Vlasak
Interpersonal Conflict Management (2 Days) (01-03-E00T)	 Olympia	Jan 29-30	8:00 -4:30	\$160	Jan 11	Jan Dwyer Bang
Investigator Training Advanced (1 Day) (01-14-IV02)	 Olympia	Dec 13	8:00 -4:30	\$145	Nov 21	Cheryl Hintz Middleton
	Olympia	Feb 26	8:00 -4:30	\$145	Feb 8	Cheryl Hintz Middleton
Investigator Training Core (2 Days) (01-14-IV01)	 Olympia	Dec 3-4	8:00 -4:30	\$235	Nov 15	Cheryl Hintz Middleton
	Olympia	Feb 4-5	8:00 -4:30	\$235	Jan 17	Cheryl Hintz Middleton
Sexual Harassment Awareness & Prevention (1/2 Day) (01-14-ER03)	Olympia	Mar 21	8:00 -4:30	\$75	Mar 5	HR Answers, Inc
Supervision Essentials-Phase I (3 Days) (01-09-M401)	Olympia	Dec 3-5	8:00 -4:30	\$350	Nov 15	Jane Wood
	Olympia	Jan 7-9	8:00 -4:30	\$350	Dec 20	Jan Dwyer Bang
	Olympia	Jan 16-18	8:00 -4:30	\$350	Dec 31	Dick Sande
	Olympia	Feb 13-15	8:00 -4:30	\$350	Jan 28	Jane Wood
	Olympia	Feb 27-28 & Mar 1	8:00 -4:30	\$350	Feb 11	Jan Dwyer Bang
	Sunnyside	Mar 25-27	8:00 -4:30	\$375	Mar 7	Jane Wood
Understanding Discrimination, Harassment & Violence in the Workplace (1 Day) (01-14-EP69)	Olympia	Dec 11	8:00 -4:30	\$120	Nov 23	Betsy BeMiller

<u>Course/Title/Code</u>	<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Cost</u>	<u>Cancel Date</u>	<u>Instructor</u>
Violence in the Workplace (1 Day) (01-07-M206)	Olympia	Jan 24	8:00 -4:30	\$110	Jan 8	Betsy BeMiller